



### **COVID-19 Emergency Request Instructions**

The Agnes Irwin School is focused on the health and well-being of our community during this unforeseen and difficult time. We understand that you have come to this application for consideration of COVID-19 Emergency Funding because the Coronavirus pandemic has had an economic impact on your family. To this end, Agnes Irwin has set up a process in order to review all requests for one-time temporary assistance for the 2020-21 school year. Please read carefully the instructions below in order to be considered for this one time, emergency funding for your family.

<b>Instructions for Families Who Currently Receive Tuition Assistance for the 2020-21 School Year</b>	
1.	Complete the COVID-19 Emergency Consideration Form (below)
2.	Email the form, including all required documentation to <a href="mailto:communitysupport@agnesirwin.org">communitysupport@agnesirwin.org</a>
3.	You will receive an email within 24 hours that your application for consideration is complete
<b>Instructions for Families Who Do Not Currently Receive Tuition Assistance for the 2020-21 School Year</b>	
1.	Please create an account in School & Student Services ( <a href="#">SSS</a> ) and complete the Parent Financial Statement (PFS), including income and expenses projections for 2020
2.	Documentation: Please upload the following documents to the Document section in SSS: 2018 taxes with all accompanying schedules, 2018 W-2s (for both parents, if applicable), and the <a href="#">Tuition Assistance Request Form for 2020-2021</a>
3.	Complete the COVID-19 Emergency Consideration Form (below)
4.	Email the form, including all required documentation to <a href="mailto:communitysupport@agnesirwin.org">communitysupport@agnesirwin.org</a>
5.	You will receive an email within 24 hours that your application for consideration is complete

**Please plan to complete this process, as outlined above, no later than Wednesday, May 13 2020. Notification to families will be prior to the end of May 2020.**

**We thank you for your patience and understanding as the COVID-19 Emergency Consideration Committee will be reviewing all requests in full and in complete confidentiality.**



## COVID-19 Emergency Consideration Form

*Please note that this application is for one-time emergency relief for the 2020-21 school year. Funds are limited to available resources. This sensitive financial information will be reviewed by the COVID-19 Emergency Consideration Committee and will remain strictly confidential. If you need more room to respond, please attach additional sheets as necessary.*

A. FAMILY INFORMATION	
Parent 1 Name:	
Parent 1 Email:	
Parent 2 Name:	
Parent 2 Email:	
Number of children (list below):	
Number of children in tuition-charging schools in 20-21 (including college/university):	

Child Name:	Grade 20-21:
Child Name:	Grade 20-21:
Child Name:	Grade 20-21:
Child Name:	Grade 20-21:

B. QUALIFYING EVENT
Please select (circle or highlight) all that apply and then describe the event that has happened in your family since the start of the COVID-19 pandemic:
Parent(s) lost job completely
Parent(s) has been furloughed with the following details
Parent(s) income has been reduced but job has been retained
Parent(s) offered severance but no promise of return to job held prior to the pandemic
Other job related income loss (please describe as specifically as possible)
Please describe this event in detail below:

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<b>C. INCOME DETAILS</b>	
Parent 1 Employer as of April 1, 2020:	
Parent 1 Employer prior to April 1, 2020:	
Parent 1 Income:	
Parent 1 2020 Projected Income (not zero):	
Detail explaining projected income for 2020:	
Parent 2 Employer as of April 1, 2020:	
Parent 2 Employer prior to April 1, 2020:	
Parent 2 Income:	
Parent 2 2020 Projected Income (not zero):	
Detail explaining projected income for 2020:	
Have you finalized your 2019 taxes? Please upload to SSS if complete.	
If not, when will your complete tax record be available?	

<b>D. SMALL BUSINESS OWNER, IF APPLICABLE</b>
<p>If Parent 1 or Parent 2 are small business owners, please describe, in detail the federal or local government loan that you have applied for and received as of the date of this request:</p>

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<b>E. OVERVIEW OF LARGE EXPENSES, IF APPLICABLE</b>
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Mortgage/Rent 1 (annually):	
Mortgage/Rent 1 (annually):	
2nd Home - Mortgage/Rent 1 and 2 (annually):	
Car payment(s) (annually):	
Tuition(s) total for 20-21 school year:	
Are there any expenses that you have already chosen to diminish or curtail? (memberships, etc.). Please explain:	

<b>F. UNEMPLOYMENT</b>	
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Is Parent 1 and/or Parent 2 receiving unemployment?	
If so, what is the weekly value the parent(s) is receiving?	
When did it begin? (start date)	
When is it predicted to end? (end date)	

Have you exhausted all other reserves such as 529 plans, home equity loans, and the no-penalty withdrawal option of up to \$100,000 from a retirement savings plan under the COVID-19 CARES Program?    Yes    No    N/A <i>(please circle or select one and explain, in detail, below)</i>
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<b>G. TUITION FOR 20-21</b>
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As you consider your current situation, what can your family pay towards the tuition obligation for your daughter(s) in the 2020-21 school year? Please explain:
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<b>H. REQUIRED DOCUMENTS</b>
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2019 taxes with all schedules, if available
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Unemployment documentation, if applicable
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Change in income documentation from current or previous employer, if applicable
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Loan request or approval documentation, if applicable
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Most recent 2020 paystubs from Parent 1 and Parent 2 when income was earned
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Additional document(s) you believe the COVID-19 Emergency Consideration Committee should be aware of
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*By signing below, I certify that all information is true and correct to the best of my knowledge. I understand that The Agnes Irwin School has the right to request additional information/documentation to provide clarity of circumstances and/or financial status.*

\_\_\_\_\_  
Parent 1 Signature

\_\_\_\_\_  
Parent 2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date